

Halsey Beshears, Secretary

Ron DeSantis, Governor

## WHEN REQUESTING AN ESCROW DISBURSEMENT ORDER . . .

Attach a copy of the entire completely executed contract and/or lease, both **front** and **back**, even if there are no changes to the printed text on any side.

Attach copies of financing denial letters, any other documents, or materials that may be necessary or useful in reaching a determination on the request.

“Name of Requesting Broker” means the name of the individual who is the broker for the brokerage company.

The broker must answer all questions. If a question does not apply to the transaction, place “N/A” in the space.

Include names and addresses of the buyer and seller or lessor and lessee along with their **zip codes**.

The broker must sign the questionnaire for the brokerage company. The signature of the office manager, sales manager, secretary, salesperson or broker/salesperson is **not** acceptable.

The broker holding the funds is the individual who **must** report the dispute not the co-broker or an attorney.

You **must** notify this office **immediately, in writing**, upon settlement of a dispute or commencement of a civil action.. The preferred method of transmission is by email to the following address: [EDO@myfloridalicense.com](mailto:EDO@myfloridalicense.com)

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